

VOLUME 2  
JOINT TRAVEL REGULATIONS

CHANGE 431

Alexandria, VA

1 September 2001

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 September 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 06-01; 27-01(E); 28-01(E); 33-01(E) through 35-01(E). Insert the attached pages and remove the corresponding pages. Remove page C4-xvii. This cover page replaces the Change 430 cover page.

BRIEF OF REVISION

These are the major changes made by Change 431:

C1003 and C4051. Updates the list of expenses allowable for first duty station travel to add those authorized in the DSSR.

C2002-C, question 12. Clarifies that Government funded travel to and from a leave location when ordered TDY while on leave is considered official travel and therefore contract fares may be used to and from this leave location.

C2300. Rewrites par. C2300-D and deletes the reference to category "Y" flights which are no longer used.

C2310, NOTE. Explains the conditions under which unaccompanied baggage can be shipped by air in connection with permanent duty travel.

C3150, item 17 and Appendix A. Indicates that DoD components may permit travelers to be travel requesting officials for their own travel orders. However, when travelers are permitted to be travel requesting official for their

own orders, under no circumstances may the traveler requesting official also be the travel-approving/directing and/or authorizing/order-issuing official for the travel.

C4108; C4111-E; C8105-D; C8600; Appendix A. Substitutes the term “short distance move” for “local move.”

C4164. Shows that RAT for teachers takes place during the summer recess.

Appendix F. Delegates Haiti as an area to which shipment of 1,250 pounds of consumables for the initial 12 month tour, and 1,250 pounds of consumables for each 12 month extension is authorized effective 20 June 2001.

Appendix O, U4030-I; T4060-B4. Allows authorized trips home during extended TDY for training.

Various paragraphs. Inserts a note to make clear that AEA may be authorized/approved for TDY assignments only and not in connection with permanent duty travel or TCS/PCS and evacuation allowances.

## VOLUME 2

### JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/pdrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a \* symbol placed next to the new or revised portion.

### FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant Secretary of the Army (M&RA), Attn: SAMR-CPP-SM, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613.

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Requests for copies of the JTR and its changes should be routed within each Service as follows:

- \*1. Army. The JTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 1655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication re-supply channels.
2. Navy. Navy distribution of changes to the JTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications,

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*\*(a) For up to 3 copies*, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098; If you have internet, you may order the changes on website [www.nll.navsup.navy.mil](http://www.nll.navsup.navy.mil), then go into P2003 search/order, fill out milstrip requisition on line.

*\*(b) For more than 3 copies*, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy, (Financial Management and Comptroller) (FMA-31), 1000 Navy Pentagon, Room 5E476A, Washington, DC 20350-1000. FAX COMM 703-692-4900, or DSN 222-4900 or E-Mail to: [Schlegel.Willie@HQ.NAVY.MIL](mailto:Schlegel.Willie@HQ.NAVY.MIL).

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5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20342-0001.

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**CHAPTER 1**  
**DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION**

**PART A: APPLICATION AND GENERAL RULES**

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## CHAPTER 1

### DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

#### PART A: APPLICATION AND GENERAL RULES

##### C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));
2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;
3. civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;
5. persons who perform TDY under DoD ITOs involving Government business (including foreign citizen indirect hires);
6. National Guard technicians employed pursuant to 32 U.S.C. § 709;
7. persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and
8. new appointees to the senior executive service and certain Presidential appointees.

B. DoD Test of Simplified Travel Entitlements. Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),
2. contractors' representatives and contractors' employees under contracts with DoD, and
3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation entitlement but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

##### C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further entitlement implementation by the separate departments. The

separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume.

**\*C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)**

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

**C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)**

***NOTE 1:*** For FTA policy, payment and procedural guidance, refer to Department of State Standardized Regulations (DSSR), Section 240.

***NOTE 2:*** Employees transferring from a CONUS or a non-foreign OCONUS area PDS to a PDS in a foreign country are entitled to the MEA in JTR, Chapter 9 and NOT the allowance described in item 1 below (DSSR, Section 242.6).

The FTA is a DoS allowance (5 U.S.C.§5924(2)(A)) that reimburses certain expenses when appointed or PCSing to a foreign PDS. The FTA applies to new appointees and employees as indicated below. This includes expenses incurred before leaving the United States or non-foreign OCONUS areas. The FTA is composed of four elements:

1. Miscellaneous Expense (*this portion is allowable only for DoD new appointees being assigned to the first PDS*),
2. Wardrobe Expense (*this portion is not allowable for DoD civilian employees*),
3. Predeparture Subsistence Expense (*this portion is allowable for DoD employees PCSing from a PDS in the U.S. or a non-foreign OCONUS area to a PDS in a foreign country or for new appointees going to their first PDSs in a foreign country*), and
4. Lease Penalty Expense (*this portion is allowable for all DoD employees whether newly appointed, or PCSing, to a foreign PDS*).

- C2157 Use of More Than One Automobile**
- C2158 POC Use Instead of Government-Furnished Automobile**
- A. General
  - B. Mileage Reimbursement Rates
  - C. Commitments to Use Government-Furnished Automobile or POC
  - D. Per Diem
  - E. Traveler Statement

## **PART E: TRAVEL BY COMMON CARRIER**

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| <b>C2201</b>            | <b>Unused Accommodations, Downgraded, or Oversold Transportation Services</b> <ul style="list-style-type: none"> <li>A. Limited or Downgraded Accommodations</li> <li>B. Oversold Reserved Accommodations</li> </ul>  |
| <b>C2202</b>            | <b>Recording Use of Commercial Transportation for Overseas Permanent Duty and Renewal Agreement Travel</b>  |
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| <b>C2206</b>            | <b>Reimbursement for Use of Other Than Authorized Transportation Mode or Route</b> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Government and Government-Procured Air Transportation Available</li> <li>C. Government and Government-Procured Air Transportation Not Available</li> <li>D. Use of Non-certificated Air Carriers or Ships of Foreign Registry</li> <li>E. Computation</li> <li>F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation</li> </ul> |

|              |  |
|--------------|--|
| <b>C2207</b> | <b>Arranging Official Travel</b>   |
|              | A. Travel Arrangement Requirements   |
|              | B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent)<br>of Direct Purchase from Common Carrier |
|              | C. Exceptions in Foreign Countries   |
|              | D. Use of Travel Agencies for Group or Charter Arrangements  |
|              | E. Payment to Travel Agency  |
|              | F. Travel by Vessel or Aircraft of Foreign Registry  |
| <b>C2208</b> | <b>Use of Reduced Travel Fares</b>   |

## **PART F: TRANSPORTATION REQUESTS**

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## **PART G: BAGGAGE ALLOWANCE**

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|                         | B. Rail/Bus  |
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|                         | D. AMC Procured Airlift (Including Categories A, B, and M) |
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| <b>C2301</b>            | <b>Not Used</b>  |
| <b>C2302</b>            | <b>Excess Baggage</b>                                      |
| <b>C2303</b>            | <b>Public Property</b>                                     |

carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.

- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

**6. If I have been authorized to use a business class fare, do I have to use the contract carrier?**

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

**7. What makes it the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

**8. How is Quality of Service Evaluated?**

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

**9. Why isn't every award for nonstop service?**

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.

- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler. The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

**10. Can't GSA make a carrier add nonstop service?**

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

**11. Can you require the airlines to offer smoke free international flights?**

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

\*12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Government funded travel to and from a leave location when ordered TDY while on leave is considered official travel and therefore contract fares may be used to and from this leave location (see par. C4440).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA  
To: San Francisco, CA and  
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA  
To: Chicago, IL  
From: Chicago, IL  
To: San Francisco, CA and  
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from San Francisco, CA to Atlanta, GA, with United Airlines at \$251.

***NOTE: The traveler is responsible for any additional costs when, for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.***

## PART G: BAGGAGE ALLOWANCE

### C2300 FREE CHECKABLE BAGGAGE

\*A. General. The rules governing free baggage allowances and charges for excess baggage are outlined in the carrier's tariff. Weight limitations for free checkable baggage for the different transportation modes are as stipulated in pars. C2300-B through C2300-E.

B. Rail/Bus Travel. Normally, for rail/bus travel totally within CONUS, 150 pounds of free checkable baggage is allowed on each full ticket and 75 pounds of free checkable baggage is allowed on each half-fare ticket. For travel in connection with transoceanic travel, 350 pounds of free checkable baggage is allowed on each full ticket and 175 pounds of free checkable baggage is allowed on each half-fare ticket.

#### C. Commercial Aircraft

1. Travel Within CONUS. Free checkable baggage applies to employees performing official travel within CONUS. Generally, most domestic carriers authorize free baggage on the number of pieces concept as opposed to weight. Carriers who have adopted the number of pieces concept apply this concept to both permanent and TDY traffic. Under the "piece" concept, the air carrier will transport, free of charge, three pieces of luggage not to exceed certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the piece baggage plan, carrier's tariffs prescribe different dimensional limitations and conditions with regard to pieces of checked baggage and unchecked carry-on baggage allowable as free baggage. Carrier's tariffs should be consulted in this connection.

\*2. OCONUS Travel. Free baggage allowances for travel to, from, or between OCONUS points vary, but ordinarily, the carriers allow:

a. U.S. Flag Carriers (Including Conventional Premium Class, Coach Class and Category Z). Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs.

b. Foreign Flag Carriers. Sixty-six pounds are allowed when traveling in premium class accommodations; 44 pounds when traveling in coach class.

#### \*D. AMC Procured Airlift (Including Categories A, B, and M)

##### 1. Checked Baggage

- a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.
- b. Each piece must not exceed 62 linear inches (L + W + H).
- c. An oversized bag such as duffel bag, sea bag or B-4 bag may be substituted for one checked piece.
- d. Single items exceeding 70 pounds and/or 62 linear inches will be counted as two pieces and, therefore, fulfill the allowance for a passenger.
- e. Items exceeding 100 pounds are not accepted.

##### 2. Carry-on Baggage

- a. Each passenger is permitted to hand carry one article for storage in the passenger cabin area.
- b. The weight of this item is not part of the passenger's checked baggage authorization.



- c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.
- d. Carry-on baggage may not exceed 45 linear inches.

***NOTE:*** For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website:  
<http://public.scott.af.mil/hqamc/pubs/amci/24series/24-101v15.pdf>

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds is allowed for the employee and each dependent 12 years of age or over and 175 pounds is allowed for each dependent under 12 years of age.

#### **C2301 NOT USED**

#### **C2302 EXCESS BAGGAGE**

Baggage in excess of the weight, size, or number of pieces carried free by transportation companies is classified as excess baggage and does not include pets. Excess baggage charges are allowed only when authorized/approved. For domestic air travel only, the traveler is required to pay for excess baggage charges up to and including \$15, plus tax, for each leg of the trip, subject to reimbursement, when excess baggage is authorized. A leg of a trip is considered to be the distance:

1. between PDSs,
2. from a PDS to a TDY station,
3. from a TDY station to a PDS,
4. between TDY stations, and
5. from/to a U.S. port.

When excess baggage charges for domestic air travel exceed \$15, plus tax, the excess baggage charges may be authorized on the GTR.

#### **C2303 PUBLIC PROPERTY**

Public property which cannot be transported as baggage will, when authorized, be shipped in accordance with the regulations of the separate departments.

#### **C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE**

A. Free Checkable Baggage. Allowances for free checkable baggage stipulated in par. C2300 are in addition to HHG weight allowances.

B. Expedited Shipments. The weight of expedited shipments will be a part of the maximum weight allowance for HHG when permanent duty travel is involved.

C. Excess Baggage. When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for HHG. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

**C2305 RENEWAL AGREEMENT TRAVEL**

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Overseas commanders will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel order for shipment at Government expense to, from, and between ports of embarkation. The shipment of HHG at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

**C2306 UNACCOMPANIED BAGGAGE OF STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

A student dependent of a civilian employee in a foreign area who is performing authorized travel at Government expense to/from a school, is authorized shipment of unaccompanied baggage of 350 pounds net weight. Shipment must be made by the least costly transportation mode that fully meets the needs of the student dependent. Items such as automobiles or foodstuffs must not be shipped at Government expense.

**C2307 STOPPAGE OF BAGGAGE IN TRANSIT**

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

**C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C4705-B through C4705-F.

**C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS**

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

**C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE**

A teacher performing renewal agreement travel for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

1. shipment of 350 pounds of unaccompanied baggage, and
2. 175 pounds of unaccompanied baggage for each dependent under the age of 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be entitled to ship under the provisions of par. C2305.

***\*NOTE:*** See JTR, par. C8020 for unaccompanied baggage in connection with permanent duty travel.

**PART D: TRAVEL ORDER PREPARATION****C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel orders from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilians) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

**NOTE:** *DD Form 1610 must not be used for invitational travel OR contractors' travel.*

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

**NOTE:** *See par. C3101 for specific information required on all travel orders.*

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

(b) Proceed Date (dd/mm/yyyy)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*)" \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Item 16, Remarks--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." If it is not practicable to include in the Remarks section, this statement must be incorporated elsewhere in the travel order or issued as a "notice to traveler" and attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

- (a) If excess baggage is authorized, include the statement "\_\_\_\_\_ pieces or \_\_\_\_\_ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).
- (b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.
- (c) When first-class accommodations are authorized, include a statement: "The use of first-class air transportation is directed. First-class authorized by (insert appropriate title) in (cite reference and date)." See Chapter 2, Part E.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) If the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor).
- (f) When a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used see DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>).
- (g) If a registration fee is authorized (see par. C4709-B3i), include a statement indicating whether (and if so, the number/dates) meals and/or lodgings is included in the registration fee (see par. C4955-E1);
- (h) Any administrative restriction precluding or limiting other allowable costs for POC (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents; and
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

\*Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. When travelers are permitted to be travel requesting officials for their own travel orders, the travel requesting official must be other than either of the officials signing in blocks 18 and 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

## **CHAPTER 4**

### **EMPLOYEE TRAVEL**

#### **PART A: PERMANENT DUTY TRAVEL**

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## **PART B: FIRST DUTY STATION TRAVEL**

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## PART B: FIRST DUTY STATION TRAVEL

### C4050 PERSONS ELIGIBLE FOR FIRST DUTY STATION TRAVEL

A. General. Travel and transportation expenses may be allowed to first duty station only for the following persons:

1. an employee newly recruited in the CONUS for assignment at a first PDS overseas and an employee newly recruited overseas for assignment to an overseas duty station in a different overseas geographical locality from that in which the place of actual residence is located provided that the employee is one with whom an agreement is negotiated;
2. a new appointee to any position;
3. a student trainee assigned upon completion of college work to any position;
4. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities;

The provisions of this Part applies to new appointees, as defined in par. C4051-B, relocating from their place of actual residence at the time of appointment (or at the time following the most recent Presidential election, but before selection or appointment, in the case of individuals who have performed transition activities under Section 3 of the Presidential transition Act of 1963 (3 U.S.C. §102 note) and who are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities) for permanent duty to official stations.

#### B. Requirements and Entitlements for New Employees Assigned Overseas

1. Agreement Requirements. Agreement requirements for new employees assigned overseas are covered in par. C4001.
2. Service Requirements. Period of service requirements for new employees assigned overseas are covered in par. C4005.
3. Transportation Entitlements. Transportation entitlements for new employees assigned overseas are measured from the place of actual residence, at time of appointment, to the overseas duty station. Transportation entitlements for Presidential transition team appointees are limited to expenses incurred from the appointee's actual place of residence from which the employee relocated for the purpose of performing Presidential transition activities to the assigned duty station of such appointee.
4. Issuance of Travel Orders. Travel order issuance for new employees assigned overseas is covered in Chapter 3.
5. Funds Chargeable. All related expenses for a new employee assigned overseas are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions applicable to other than overseas school teachers are covered in par. C1052-B.

### \*C4051 APPOINTMENTS AND ASSIGNMENTS OF NEW APPOINTEES AND STUDENT TRAINEES TO ANY POSITION WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA

A. General. Travel and transportation allowances under this Part may be authorized for appointees/student trainees assigned to a PDS in the 50 States and the District of Columbia. In return for travel and transportation allowances to the first PDS, the selected individual must agree in writing to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are a debt due the Government. That debt is the individual's financial responsibility. See JTR, par. C4001-A regarding agreement requirements in the case of appointment to an OCONUS position. For information concerning tours of duty at OCONUS locations see JTR, par. C4005-C and Appendix Q.

B. Coverage. New appointees to any position are eligible for payment of only those travel and transportation expenses listed in par. C4051-E in relocating to the first official station. A new appointee includes any person newly appointed to Government service, including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows transition activities. New appointee also includes an individual appointed after a break in service except that an employee separated as a result of a RIF or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in pars. C1052-B2 and C4101. In addition, for purposes of the allowances prescribed in this regulation, the term new appointee includes a student trainee who is assigned upon completion of college work.

C. DoD Component Responsibility. Because new appointees usually lack experience in Government procedures, each DoD component must adopt special measures to provide full information to new appointees concerning the benefits that may be available to them for travel and transportation involved in reporting to their official stations. Special care must be taken to inform appointees of the limitations on available benefits.

D. Procedural Requirements

1. Agreement. *No payment for otherwise allowable expenses nor an advance of funds can be made unless the appointee or student trainee has signed the appropriate agreement.*

2. Travel Before Appointment. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first official station is performed. For individuals who have performed Presidential transition activities, as described in par. C4050-A, allowable travel and transportation may take place at any time following the most recent Presidential election. However, entitlement to such expenses vests only upon the individual's actual appointment. Nothing in this paragraph should be construed to limit the provisions of Chapter 6, Part E allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid at the time the trainee was appointed as a student trainee.

E. Allowable Expenses. Expenses listed in pars. C4051-E1 through C4051-E10 are payable under the conditions prescribed in this Chapter governing the allowance in question. Note particularly that not all of the listed items are applicable in each situation covered by this part.

\*1. Travel expenses including per diem for the appointee or student trainee as set forth in par. C4553-B3. **NOTE:** *AEA in JTR, Chapter 4, Part M may not be authorized/approved for first duty station travel.*

2. Transportation for the appointee's or student trainee's immediate family as set forth in Chapter 7.
3. PCS mileage if a POC is used in travel as set forth in par. C4250.
4. Transportation and temporary storage of HHG as set forth in Chapter 8.
5. NTS of HHG if appointed to an isolated location as set forth in Chapter 8, Part E, Section 1.
6. Transportation of a mobile home as set forth in Chapter 10.
7. FTA (Foreign Transfer Allowance) - Miscellaneous Expense portion provided in the DSSR, section 241.2 when movement is to a PDS in a foreign area.
8. FTA - Lease Penalty Expense portion provided in the DSSR, section 242.4 when movement is to a PDS in a foreign area.
9. FTA - Predeparture Subsistence Expense portion in the DSSR, section 242.3.

10. Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1 (TQSA rules are in DSSR Section 120).

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for family.
2. House-hunting trip.
3. Temporary Quarters Subsistence Expense Allowance (TQSE) (JTR, Chapter 13).
4. Miscellaneous expense allowance (JTR, Chapter 9).
5. Residence sale and purchase expenses (JTR Chapter 14).
6. Lease-breaking expenses (except as noted in par. C4051-E8 above).
7. Relocation services (JTR chapter 15).

G. Alternate Origin and Destination. The travel and transportation expense limit in each case is the cost of allowable travel directly between the individual's actual residence at the time of selection or assignment and the PDS to which appointed or assigned. In the case of individuals having performed Presidential transition activities as described in par. C4050-A, the actual residence, at the time of relocation following the most recent Presidential election, is used. However, travel may be from and/or to other locations with the new appointee or student trainee financially responsible for any excess cost involved.

H. Funds Advance. A funds advance for expenses allowable under this section may be made to appointees and student trainees under the procedures prescribed in Chapter 1, Part C.

I. Travel Order Issuance. Travel order issuance for new employees is covered in Chapter 3.

J. Funds Chargeable. All related expenses for a new employee are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions, applicable to other than overseas school teachers, are covered in par. C1052-B.

- (3) accepts the appointment.
- d. Travel Order Issuance. Travel order issuance is covered in Chapter 3.
- e. Funds Chargeable. For travel and transportation expenses, see par. C1052-B.

#### **\*C4102 REIMBURSEMENT FOR RELOCATION EXPENSES**

When an employee relocates and meets the eligibility conditions in par. C4100, the employee is authorized:

- a. transportation for the employee and dependents, including a PCS mileage allowance for POC travel, (see par. C4250-A),
- b. per diem for the employee, ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for PCS travel,***
- c. per diem for the dependents,
- d. shipment, including temporary storage of HHG,
- e. non-temporary storage of HHG in circumstances addressed in Chapter 8,
- f. miscellaneous expenses, and
- g. expenses incurred in the selling or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14.

These allowances are not subject to negotiation between the employing activity and the employee and the employing activity does not have the discretion to reduce or change the allowances (55 Comp. Gen. 613 (1976)). The employing activity may, at its discretion, pay the employee for expenses incurred for an HHT and/or temporary quarters subsistence expense allowances (TQSE).

#### **C4103 MOVEMENT TO AND WITHIN CONUS**

A. General. Under the eligibility conditions in par. C4100, travel and transportation expenses shall be authorized incident to a transfer to and within CONUS.

##### B. Requirements/Entitlements

- 1. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees transferring to/within CONUS when the employee agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. A signed agreement for 12 months shall be required in connection with each individual CONUS PCS. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.
- 2. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.
- 3. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

**C4104 MOVEMENT FROM CONUS TO AN OVERSEAS ACTIVITY**

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from a PDS in CONUS to an overseas PDS.

B. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees appointed/transferred to an OCONUS PDS when the employee agrees in writing to remain in Government service for a specific period of time (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

C. Entitlements and Allowances. Transportation entitlement and allowances are from PDS in CONUS to the overseas PDS.

D. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

E. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

**C4105 MOVEMENT BETWEEN OCONUS ACTIVITIES**

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from one OCONUS PDS to another OCONUS PDS.

B. Requirements and Entitlements

1. Agreement Requirements. Agreement requirements are covered here and in par. C4002. An employee who is not serving under an agreement may be moved from one OCONUS activity to another under the same circumstances as those for movements within CONUS. In this situation, the requirements and entitlements cited in par. C4103-B are applicable, except that Chapter 8, Part C, Section 3 is applicable to HHG transportation. Movement of an employee serving under an agreement, within and between DoD components, require negotiation of another agreement as provided in par. C4005-C. In the latter case, if the employee has completed the prescribed tour of duty at the OCONUS duty station and does not wish to return to place of actual residence prior to serving an additional tour of duty, the new agreement includes a statement that the employee waives rights to renewal agreement travel between the completed and the new service period. If renewal agreement travel is involved between periods of service, see Part D.

2. Entitlements and Allowances. Transportation entitlement is from the old PDS to the new PDS.

3. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

4. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

**C4106 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO LAST DUTY STATION**

A. Entitlement Limitation. When there are successive PCSs and movement of dependents and/or HHG is delayed until transfer to the last station, movement is allowed by the usual direct route between the first and last official stations, provided the 2-year time limitation under the authorization for the first transfer has not expired. If the 2-year time limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the 2-year time limitation has not expired, to the last duty station.

B. Funding

3. Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a longer period than might otherwise normally be required, subject to limitations, until the employee finds permanent quarters.
4. Avoiding Advance Trip. If payment for temporary quarters is to be authorized, a HHT may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old PDS locality while the employee occupies temporary quarters at the new PDS. During that time the employee can select permanent quarters after becoming familiar with the new PDS area.
5. On TDY at New PDS. When an employee is on TDY at a new PDS for a period before the permanent transfer is effective, a HHT should be unnecessary.
6. Housing Information Assistance. It might be possible for the DoD component to avoid or shorten the duration of a trip by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

J. Prohibitions. HHT are not authorized under the following circumstances:

1. when it is expected that an employee will be assigned to Government or other prearranged residence quarters at the new PDS location;
2. when the employee has not yet formally agreed to transfer to the new PDS;
3. when the old and/or new PDS are located outside the United States; or
4. when the distance between the old and new PDS is less than 75 miles (as measured by map distance) via a usually traveled surface route.

K. Duration of Trip. Househunting travel should be authorized for a reasonable period of time considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location. A HHT, including travel time, shall not exceed 10 calendar days.

L. Transportation To and/or From New PDS Locality. When authorizing or allowing a particular transportation mode, the objective must be to minimize the time en route and maximize time at the new PDS locality. If POC use is authorized, then the POC use is advantageous to the Government and the applicable PCS mileage rates in par. C2505 are authorized. If the employee travels by other than the authorized mode, reimbursement shall be actual transportation expenses but no more than the cost of the authorized transportation.

M. Local Transportation. Reasonable expense for local transportation at the new PDS location shall be allowed. Local transportation by common carrier, local transportation systems, MTMC negotiated agreement rental or other commercially rented automobiles, or POC at the applicable PCS mileage rate in par. C2505 may be authorized. However, the local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

N. Subsistence. Subsistence expense reimbursement for a HHT is normally paid under the lodging-plus system as indicated in par C4107-O1. However, a DoD component may offer to pay a fixed amount as reimbursement for subsistence expenses in accordance with par. C4107-O2. Factors for consideration in determining whether to offer the fixed amount reimbursement:

1. Ease of administration. Payment of a per diem allowance under par. C4107-O1 (lodging-plus method) requires a review of claims for the validity, accuracy, and reasonableness of lodging expense amount. A fixed amount paid under par. C4107-O2 is easier to administer because a review of expenses is not required.

2. Cost considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis.
3. Treatment of employees. Employee morale and productivity should be considered as well as costs.

The per diem reimbursement method authorized by the DoD component concerned must be indicated on the PCS order.

\*O. Subsistence Amounts. Employees' subsistence allowance may be calculated under either par. C4107-O1 or C4107-O2.

\*1. Lodgings-Plus Method. An appropriate per diem, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for a HHT.***

2. Fixed Amount. The amount calculated under par. C4107-O2a or C4107-O2b, as applicable:

- a. The employee and spouse both travel (either together or separately), the applicable locality rate (in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html>) multiplied by 6.25, or
- b. If only one (employee or spouse) travels, the applicable locality rate (listed <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html>) multiplied by 5.

The fixed amount determined in par. C4107-O2a or C4107-O2b applies for the entire trip without regard to the number of days (1 to 10 calendar days) authorized for the househunting trip.

3. Examples: Subsistence Amount Calculations

An employee and spouse are authorized a HHT to Arlington, VA, for 10 days. Per diem for Arlington at the time of travel is \$166 (\$124 for lodging and \$42 for M&IE). The double occupancy lodging cost is \$90. The single occupancy lodging cost is \$60.

#### **Case 1**

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under (par. C4107-O1) the lodging-plus method.

Per diem for the employee:

|   |          |
|---|----------|
| Day of travel to Arlington: 75% x \$42 = \$31.50 plus \$45 (1/2 lodging cost) = | \$76.50  |
| 8 days in the Arlington Area: \$42 (M&IE) + \$45 (Lodging) = \$87 x 8 days =    | \$696.00 |
| Day of return to PDS: 75% x \$42 =  | \$31.50  |

Per diem for the spouse

Under par. C7006-2 the maximum amount allowable is  $\frac{3}{4}$  of the per diem rate to which the employee is entitled under par. C4553.

Computing Maximum amount Allowable for spouse:

Maximum allowed for M&IE:  $\frac{3}{4}$  x \$42 (M&IE) = \$31.50

Maximum allowed for lodging:  $\frac{3}{4}$  x \$124 = \$93

Computing Actual Amount allowed for spouse:

|   |         |
|---|---------|
| Day of travel to Arlington: 75% x \$31.50 = \$23.62 plus \$45 (1/2 lodging cost which is within the maximum \$93 allowed) = | \$68.62 |
|---|---------|

|   |                  |
|---|------------------|
| 8 days in the Arlington Area \$31.50 (M&IE) + \$45 (lodging cost) = | \$76.50          |
| 8 days x \$76.50 =  | \$612.00         |
| Day of return to PDS: 75% x \$31.50 =                               | \$23.62          |
| <b>Total</b>  | <b>\$1508.24</b> |



*Employee must provide receipts for lodging.*

### Case 2

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2) for a 10 day trip. The employee accepts subsistence at the fixed amount (par. C4107-O2a).

Subsistence for employee and spouse:  $\$166 \times 6.25 =$

**Total    \$1037.50**

*No receipts for lodging required.*

### Case 3

Employee reports to the new PDS without performing a HHT and the spouse travels alone at a later date.

(a) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under the lodging-plus method (par. C4107-O1). Under par. C7006-C the employee is entitled to per diem for the spouse up to the maximum rate. In this case, up to \$166 (\$42 (M&IE) and \$124 (lodging)).

Per diem for the spouse (lodging cost \$60) is as follows:

Days of travel to Arlington:  $\$31.50 (75\% \times \$42) + \$60$  (lodging) = \$91.50

8 days in the Arlington area:  $\$42 + \$60 = \$102 \times 8$  days = \$816.00

Day of return to PDS:  $75\% \times \$42 =$  \$31.50

**Total    \$939.00**

*Employee must provide receipts for lodging.*

***NOTE: If the spouse lodges with the employee, there is no reimbursement for lodging unless there is an additional charge for the spouse.***

(b) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses for a 10 day househunting trip (par. C4107-O2). The employee accepts the fixed amount (par. C4107-O2b).

Subsistence for the spouse is:  $\$166 \times 5 =$

**Total    \$830.00**

*No receipts for lodging required.*

P. Documenting Expenses. To receive reimbursement for HHT transportation expenses an employee must itemize transportation expenses and have receipts as required by par. C1310. When an employee is paid per diem under par. C4107-O1 using the lodging-plus method, the employee must itemize lodging expenses and have receipts for lodging. When an employee is paid subsistence in a fixed amount under par. C4107-O2, no itemization or receipts are required.

Q. Travel Order Requirements. The PCS travel order must include:

1. househunting travel authorization;
2. transportation mode;
3. the authorized subsistence reimbursement method;
4. the period of time authorized for the trip;
5. the duty reporting date at the new PDS; and
6. a statement that the employee has signed the required agreement.

R. Status While on HHT. An employee is in a duty status at no charge to leave while performing househunting travel during the authorized period of absence.

S. No Return to Old PDS. In instances where a househunting trip is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, househunting subsistence is payable for the days spent seeking permanent quarters up to the day before reporting for duty not to exceed the number of days authorized for the househunting trip. The one way transportation is considered PCS travel (B-209727, July 12, 1983, and B-215701, December 3, 1984).

T. Advance of Funds for HHT Expenses. See par. C1101 for advance of funds for househunting travel expenses.

U. HHT In Connection With TQSE Allowance

1. TQSE(AE). If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized, the actual number of days paid or reimbursed on either a lodgings plus or fixed amount HHT basis are deducted from the first 30-day period of authorized TQSE(AE). See par. C13225. For example, if an employee is:

- a. *paid* for 5 days of a HHT, then *deduct* 5 days from the first 30-day period of authorized TQSE(AE),
- b. *paid* for 6.25 days of a HHT, then *deduct* 6 days from the first 30-day period of authorized TQSE(AE), or
- c. *reimbursed* for 10 days of a HHT, then *deduct* 10 days from the first 30-day period of authorized TQSE(AE).

2. TQSE(F). The number of days paid or reimbursed for a HHT are *never* deducted from TQSE(F). See par. C13320.

**\*C4108 PERMANENT CHANGE OF STATION WITHIN SAME CITY OR AREA (SHORT DISTANCE TRANSFERS) (FTR §302-1.3(a)(1) and §302-1.7)**

A. General. Travel, transportation, and other related allowances, as applicable, may be authorized/approved incident to a PCS even though the old and new PDSs are located within the same city or area provided that the PCS:

1. is in the Government's interest,
2. is to a new PDS which is at least 30 miles distant from the old PDS,
3. is not primarily for the convenience or benefit of the employee or at the employee's request, and
4. the residence relocation is incident to the PCS.

B. Determination Regarding Residence Relocation. In determining that the residence relocation is incident to the PCS, the travel-approving/directing official must consider:

1. commuting time and distances between the employee's residence, at the time of PCS notification, and the old and new PDSs, and
2. the commuting time and distance between a proposed new residence and the new PDS.

Usually, a residence relocation is not incident to a PCS unless the employee's proposed new residence is at least 30 miles closer to the new PDS than the employee's old residence (i.e., the residence from which the employee daily commuted to the old PDS). (Example: An employee is transferred from PDS "A" to new PDS "B." The commuting distance from the employee's old residence to new PDS "B" is 50 miles. The commuting distance from the employee's new residence to new PDS "B" is 20 miles. This satisfies the requirement for the new residence to be 30 miles closer to PDS "B" than the old residence.).

C. Authorizing/Approving PCS Allowances Even Though the 30-Mile Requirement Not Met. If the authorizing/order-issuing official determines that due to the commuting distance and/or time involved relocation of a residence is/was necessary incident to a PCS even though the 30-mile requirement in pars. C4108-A and/or C4108-B1 is not met, the official may authorize/approve PCS allowances provided:

than the distance from 1. the PCS is to a new PDS which is at least 10 miles distant from the old PDS, and

2. the one-way commuting distance from the proposed new residence to the new PDS is at least 10 miles less the old residence to the new PDS.

D. Claim for PCS Allowances must Satisfy Conditions. A claim for PCS allowances authorized in an order must satisfy the conditions in pars. C4108-A and C4108-B before reimbursement is allowed unless PCS allowances are authorized/approved under par. C4108-C. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars. C4108-A and C4108-B, or C4108-C, as applicable. *Non-compliance is grounds for denial of the various allowances.* Chapter 16 addresses reimbursement for additional taxes incurred by employees on reimbursement for PCS allowances.

#### **C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. ***NOTE:** See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.*

#### **C4110 RETURN FROM MILITARY DUTY**

When a civilian employee (for example, Reserve Technician), who is entitled to mandatory restoration under FPM 353, returns from military duty, and an appropriate vacancy does not exist at the place from which resigned to enter the Armed Forces, the employee may be regarded as restored at that place for the purpose of paying travel expenses in connection with a transfer in the interest of the Government, from the place of restoration to a place where a suitable vacancy is available within DoD (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)). Reimbursement in such case is allowable as provided in Chapter 14 for real estate expenses required to be paid by the employee in connection with (a) the sale of the residence (or the settlement of an unexpired lease) at the former civilian PDS and (b) the purchase of a residence at the new PDS. The criteria prescribed in par. C4108 concerning change of station within the same city or area applies. Reimbursement is prohibited for any sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee first being officially notified (generally in the form of a change-of-official station travel authorization) that instead of returning to the former duty location, the employee shall be assigned to a different PDS than the one from which resigned to enter the Armed Forces. An employee returned from the point where released from military duty directly to the employee's new civilian PDS (other than the one from which the employee resigned to enter military service) has separate and distinct entitlements. Based on the employee's status as a:

1. military member being discharged is entitled to travel and transportation for himself, dependents, and HHG from the place released from military service to the HOR, or PLEAD.
2. civilian employee, the employee is entitled to travel and transportation for himself or dependents, and HHG from the civilian PDS from which resigned to enter military service to the new civilian PDS (The employee also is entitled to (a) the miscellaneous expense allowance in Chapter 9, (b) expenses incurred in connection with the sale/purchase of a residence or an unexpired lease described in Chapter 14, (c) a househunting trip if authorized in the orders under par. C4107 and (d) TQSE if authorized/approved in accordance with Chapter 13).

If the entire cost for moving the employee, dependents and HHG from the place of release from military service to the new civilian PDS is provided under the employee's entitlement (described in item 1) as a military member being discharged, no additional payment shall be allowed for such travel and transportation. If the entire cost for such travel and transportation is not covered by the entitlement described in item 1, the travel and transportation allowances in item 2 shall be used to pay for the allowable expenses not covered (B-173758, October 8, 1971).

***NOTE:*** See JFTR, Chapter 7, Part G for travel entitlements when members of reserve components (including dual status technicians) and retired members are called (or ordered) to active duty.

#### **C4111 TEMPORARY CHANGE OF STATION (TCS)**

A. General. An order-issuing official may authorize a TCS with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

##### B. Eligibility

1. Assignment. An assignment may be considered for a TCS only if:
  - a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
  - b. the assignment is not less than 6 months nor more than 30 months;
  - c. TDY travel and per diem otherwise are payable; and
  - d. the order-issuing official determines TCS is more advantageous than TDY as in par. C4111-C.

***NOTE:*** A transportation agreement is not required for a TCS move.

2. Employees. All employees are eligible for a TCS except:
  - a. a new appointee;
  - b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
  - c. an individual serving without pay or at \$1 a year;
  - d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or
  - e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering pars. C4111-C1 through C4111-C4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.
2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

3. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pay entitlements such as locality pay and non-foreign cost of living allowances.

4. Equity Concerns. The financial inequity that results when a long-term TDY employee subsists in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

D. TCS Allowances

1. Entitlements. Instead of TDY travel and transportation allowances including per diem while at the TDY location, an employee is authorized:

- a. mileage as in par. C4250 if a POC is used;
- b. employee's travel expenses including per diem as in par. C4553-B3;
- c. transportation and per diem for immediate family as in Chapter 7;
- d. transportation and temporary storage of HHG as in Chapter 8;
- e. miscellaneous expense allowance as in Chapter 9;
- f. transportation of a mobile home instead of HHG transportation as in Chapter 10;
- g. transportation of POV(s) as in Chapter 11;
- h. property management services as in Chapter 15; and
- i. relocation income tax allowance as in Chapter 16.

**\*NOTE:** *AEA in JTR, Chapter 4, Part M may not be authorized/approved for a TCS.*

2. Discretionary Allowances. The employee may be authorized:

- a. a househunting trip as in par. C4107; and
- b. subsistence while occupying temporary quarters as in Chapter 13.

3. During Assignment

a. NTS of HHG When Necessary. HHG may be in NTS for the duration of the TCS. The transportation officer determines the NTS location. The total weight of HHG stored plus the weight of HHG transported shall not exceed 18,000 pounds.

b. Property Management Services for the Employee's Residence at the Old PDS for the Duration of the TCS. See Chapter 15.

4. Upon Assignment Completion. The employee is entitled to all of the allowances in pars. C4111-D1 and C4111-D2, except property management services (par C4111-D1h and the househunting trip (par. C4111-D2a) when returning to the original PDS upon completion of long-term temporary assignment.

E. Temporary Official Station Becomes PDS. TCS allowance entitlement stops beginning the day the temporary official station becomes the PDS. The following allowances are payable when the temporary official station becomes the PDS:

1. travel, including per diem as in par. C4553-B3 for employee and Chapter 7 for dependents who relocated to temporary official station for one round-trip between the temporary official station and old PDS;
2. transportation and per diem as in Chapter 7 for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. subsistence while occupying temporary quarters as in Chapter 13 may be authorized in extraordinary circumstance;
4. real estate expense as in Chapter 14;
5. residence-related relocation services expenses as in Chapter 15;
6. property management expenses as in Chapter 15;
7. transportation of HHG not previously transported to the temporary official station (18,000 pounds maximum applies);
8. transportation of POV not previously transported if authorized in Chapter 11; and
- \*9. short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

Expenses not payable when permanently assigned to the temporary official station:

1. househunting trip to the temporary official station, and
2. residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

#### F. Separation from Government Service

1. Upon Completion of Long-term Assignment. An employee who separates (retires/resigns) from Government service upon completion of the long-term temporary assignment is entitled to the same relocation expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, relocation expenses on a constructive basis are allowed not to exceed the expenses that would have been paid incident to return to the PDS.
2. Prior to Completion of Long-term Assignment. An employee who separates from Government service prior to completion of the long-term temporary assignment, for reasons beyond the employee's control and acceptable to agency, is entitled to the same relocation expenses (as indicated in par. C4111-F1) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

#### **C4112 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO OR FROM A REMOTE OR ISOLATED LOCATION (FTR § 302-1.15)**

A. General. Limitations on relocation allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 U.S.C. Chapter 57, Subchapter II and prescribed in this regulation may be waived by the Secretarial Process for any employee relocating to or from a remote or isolated location when the following conditions are met:

1. the limitation, if not waived, would cause the employee to suffer a hardship; and
2. the official waiving PCS limitations certifies in writing both the waiver and the reason(s) for the waiver.

a written agreement (35 Comp. Gen. 101 (1955)). Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

#### **C4158 TRANSPORTATION OF BAGGAGE**

Transportation of necessary baggage is allowed as provided in par. C2305.

#### **\*C4159 TEMPORARY STORAGE OF HHG**

The conditions under which up to 90 days temporary storage of HHG is allowable are prescribed in Chapter 8, Part D.

#### **\*C4160 PER DIEM ENTITLEMENT**

An employee is authorized per diem during the allowable travel period en route from the OCONUS PDS to the authorized destination and from that destination to the OCONUS PDS. No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty after leave, per diem is allowable for dependents while en route, limited to the constructed time by usual mode and route between old and new OCONUS duty stations.

***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for RAT/PCS travel.***

#### **C4161 LEAVE STATUS DURING ABSENCE FROM DUTY**

During the period of absence from the overseas post of duty until return to duty at the same or different overseas post of duty, the employee may be entitled to home leave, or leave-free travel time, or may be in a leave with or without pay status. The leave regulations of the separate departments apply. Certain limitations apply to teachers in the DoD Education Activity. (see par. C4164).

#### **C4162 ALTERNATE DESTINATION**

A. Entitlement. Employees/dependents may perform RAT to a destination (other than their actual residence) in:

1. the U.S., or
2. the country of their actual residence.

B. Time Requirement. To be entitled to RAT, an employee whose actual residence is in the U.S., must spend the **majority** of the RAT time in the U.S.

C. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. fails to meet the conditions in pars. C4162-A. and C4162-B,
2. is merely routed through the country of actual residence en route to another country, or
3. travels to various points for personal reasons (e.g., a "travel tour").

D. Administration. An alternate destination:

1. is determined in advance of travel and stated in the travel order.
2. omitted from the travel order may be amended to include the alternate destination.
3. may be specifically approved on the reimbursement voucher.

E. Reimbursement. RAT reimbursement to an alternate destination shall not exceed the amount allowed for a usually traveled route from the PDS to the actual residence and for return to the same or different OCONUS PDS.

#### **C4163 LIMITATIONS**

A. Household Goods (HHG). There is no entitlement in connection with renewal agreement travel for the shipment of HHG except with regard to necessary baggage as provided in par. C2305. However, the signing of a renewal agreement in connection with renewal agreement travel can be the basis for reestablishing expired entitlement for the transportation of HHG (and dependents) to the extent of prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. For travel entitlements of unaccompanied dependents, see par. C4156.

C. Destination Point Relocation. Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which the place of actual residence is located.

D. Duplicate Eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

#### **\*C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM**

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

##### B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

- a. under an agreement to attend an accredited college/university,
- b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or
- c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of



C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

#### C4561 PER DIEM FOR TRAINING AND LONG-TERM TDY ASSIGNMENTS

A. General. Per diem rates for all courses of instruction regardless of length or location are determined under this paragraph in the same manner as for any other TDY except for courses of instruction for which a specific rate is prescribed in par. C4561-B and long-term training, research, and study programs to which the rates in par. C4561-C apply. See par. C4550 for procedures to request changes to the rates in par. C4561-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the lodgings-plus system in par. C4553.

##### B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of More than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in subpar. D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and attendance in a TDY status is authorized, in accordance with par. C4520. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4561-D1a and C4651-D1d are payable in fixed amounts.

##### D. Per Diem for Training Programs and Long-term TDY Assignments

1. Training Programs and Long-Term TDY Assignments. Per diem allowances for training programs of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location are:

- a. 55 percent of the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in Note below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that:
- b. if Government quarters are used, the rate is determined using the lodgings-plus system in par. C4553 (lodging receipts are required);
- c. if Government quarters are used and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
- d. if meals and lodgings are furnished without cost to an employee, per diem payable is \$2 within CONUS, \$3.50 OCONUS when lodgings used are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in

<http://www.dtic.mil/perdiem/opdrform.html> if lodgings are not on an installation. See the note following par. C4554-A1b for a different incidental expense rate.

***NOTE: Taxes on lodging in the United States and non-foreign areas (see Appendix A), limited to taxes on the maximum amount prescribed for lodging in <http://www.dtic.mil/perdiem/pdrates.html> for the location concerned, are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign areas are part of per diem and are not separately reimbursable.***

2. Exceptions to the Prescribed Training Program and Long-Term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-D1a is not appropriate for a particular training or TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-D2a and C4561-D2b, below.

a. Reduced Training and TDY Per Diem Allowance. If an authorizing/order-issuing official determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from pre-arrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.

b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an authorizing/order-issuing official determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings) justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

c. Reimbursement for Cost of Retained Lodging When an Employee on a Long-Term TDY/training Assignment Takes Leave. It may be necessary and/or cost effective for an employee on a long-term TDY/training assignment to retain lodgings while on leave. Reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***, may be approved by the authorizing/order-issuing official. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

### Example 1

a. An employee is on a long-term TDY assignment and is paid per diem at the rate of \$47 (55% of \$85, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$85 rate includes \$30 for M&IE and \$55 for lodging).

b. The \$47 per diem paid the employee is, for the purpose of this example, to consist of \$16.50 (55 % of \$30, the applicable M&IE rate) for meals and incidental expenses and \$30.50 (\$47 minus \$16.50) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is entitled to per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for an apartment, including utilities.

d. The 20 days per diem paid the employee during June includes \$610 (\$30.50 x 20 days) for the apartment cost. The remaining apartment cost for June is \$190 (\$800 - \$610).

e. Reimbursement for the remaining apartment cost (\$190) for June may be approved by the authorizing/order-issuing official since it does not exceed the per diem \$470 (\$47 x 10 days) the employee would have been paid had leave not been taken.

### Example 2

- a. An employee on a long-term training assignment is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the assignment location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee is, for the purpose of this example, to consist of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the training assignment requested reimbursement for the cost of lodgings retained during that period. The employee was entitled to only 15 days per diem for January (31 days in January less 16 days leave). He is paying \$2,100 per month for an apartment, including utilities.
- d. The 15 days per diem paid the employee during January includes \$985.50 (\$65.70 x 15) for the apartment cost during that month. The remaining apartment cost for January was \$1,114.50 (\$2100 - \$985.50).
- e. Reimbursement for the remaining apartment cost (\$1,114.50) for January may be approved by the authorizing/order-issuing official since it does not exceed the per diem \$2,821 (\$91 x 16 days) the employee would have been paid had leave not been taken.

### **C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE**

\*A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Payment from a Non-Federal Source for Travel Expenses. To the extent the Government has received payment and except as provided in par. C4906, acceptance of payment for, and reimbursement by the DoD component to, an employee (and/or the employee's accompanying spouse when applicable) under par. C4900 is not subject to the maximum per diem rates prescribed in par. C4553 or C4600 for reimbursable travel expenses.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4503, are authorized a per diem or AEA in accordance with pars. C4553 and C4600.

## PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

### C4600 CONDITIONS WARRANTING AEA

**\*NOTE:** *AEA prescribed in this part may be authorized/approved for TDY assignments only. AEA prescribed in this part may not be authorized/approved for first duty station travel, RAT, PCS/TCS/separation travel, HHT, TQSE or Evacuation and Adverse Conditions Travel.*

A. General. The applicable per diem rate prescribed in Part L or <http://www.dtic.mil/perdiem/pdrates.html>, is generally adequate. However, the allowable per diem rate may be insufficient for a particular travel assignment because of special duties or because costs for items listed in par. C4601 have increased. In other situations, employees may incur occasional expenses for lodging or meals when lodging and meals are being furnished without cost, and a per diem allowance has not been authorized for these expenses. AEA may be authorized/approved for travel that meets conditions in this Part if the actual and necessary expenses exceed the maximum per diem allowance. Notwithstanding the conditions cited in this Part, the actual expense authority may not be used as blanket authority to authorize/approve automatic AEA for all travel to an area where the reimbursement rate is inadequate. The actual expense authority may be used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is directed and performed. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, a request as prescribed in par. C4551 may be submitted for an adjustment of the applicable rate prescribed in Part L or <http://www.dtic.mil/perdiem/pdrates.html>. Except as otherwise provided in this Part, the definitions and rules applicable to an employee's entitlement to a per diem incident to a TDY assignment apply to travel on an actual expense basis. AEAs may not be authorized for experts and consultants appointed under Section 710, Defense Production Act of 1950, as amended. Examples of travel assignments or situations that may warrant authorization/approval of AEA include but are not limited to the following:

1. employee travels with a dignitary and is required to stay in the same hotel;
2. travel is to an area where the applicable maximum per diem rate is generally adequate, but costs escalate for short periods of time during special functions or events such as missile launching periods, international or national sports events, world's fairs, conventions, or natural disasters;
3. under circumstances described in par. C4600-A2, affordable lodgings are not available or cannot be obtained within a reasonable commuting distance of the employee's TDY site, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging;
4. an employee, because of special duties of the assignment, necessarily incurs unusually high expenses while conducting official business, such as to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is above the lodging ceiling; or
5. an employee necessarily incurs unusually high expenses incident to assignment to accompany another employee in a situation as described in par. C4600-A4.

B. Travel with Certain Dignitaries. Ordinarily, no proof of unusual or extraordinary requirements is required to support a request for AEA for employees who are directed to travel as part of the party of any of the following dignitaries:

1. the President or Vice President of the United States or members of their families;
2. members of the U.S. Congress;
3. cabinet members;
4. department secretaries, deputy secretaries, under secretaries, or assistant secretaries;

5. Justice of the Supreme Court;
6. the Chairman or Vice Chairman of the Joint Chiefs of Staff;
7. the Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations, U.S. Navy; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences or meetings; and
10. other U.S. or foreign dignitaries equivalent to any of those in pars. C4600-B1 through C4600-B9.

#### C4601 TYPES OF EXPENSES

A. Expenses Allowable. AEAs are allowed for the same type of expenses ordinarily covered by per diem. The following are allowable:

1. lodging expenses for overnight sleeping facilities and personal use of a room during the daytime when necessary including lodging taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Island - see NOTE 2*);
2. meal costs consisting of expenses for breakfast, lunch, and dinner, related tips and taxes, including box lunches, in-flight meals, and rations furnished by the Government (excluded are alcoholic beverage and entertainment expenses and any expenses incurred for other persons);
3. fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, others on vessels, and hotel servants in foreign countries;
4. expenses for laundry, dry cleaning, and/or pressing clothing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS - see NOTE 1*);
5. service charges for fans, air conditioners, and heaters furnished in rooms when the charges are not included in the room rate;
6. cost of telegrams and telephone calls necessary to reserve lodging accommodations;
7. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken, if suitable meals cannot be obtained at the TDY site *NOTE: If, in the opinion of the order-issuing/authenticating official, suitable meals cannot be obtained at the TDY site and reimbursement for the cost of travel to obtain suitable meals provided in the incidental expenses is inadequate, reimbursement may be authorized/approved under par. C2402.*;
8. taxes and service charges on any of the expenses in pars. C4601-A2 through C4601-A6; and
9. in addition to the expenses in pars. C4601-A1 through C4601-A8, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, manicurists, or masseurs) which are listed in the account.

**NOTE 1:** *The cost for laundry, dry cleaning, and/or pressing clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

## **PART D: CIVILIAN ESCORTS AND ATTENDANTS**

### **\*C6150 ESCORTS FOR MILITARY DEPENDENTS**

Civilian employees who perform authorized travel under competent orders as escorts for dependents of Uniformed Service members, who are authorized transportation under JFTR, pars. U5240-C, U5241-D, U5242, U6004, and U6053 are entitled to round-trip travel and transportation allowances. Orders authorizing escorts to perform necessary travel per JFTR, par. U7551 must cite this paragraph as authority. Employees must be under TDY travel orders. The transportation mode and routing must be in accordance with Chapter 2. Other civilians must be issued ITOs.

### **C6151 ATTENDANTS FOR MILITARY DEPENDENTS**

Civilian employees who perform authorized travel under competent orders as attendants for dependents of Uniformed Services members (authorized transportation to or from a medical facility under JFTR, pars. U5240-G or U7951) are entitled to round trip travel and transportation allowances. Employees must be under TDY orders. The transportation mode and routing must be in accordance with Chapter 2. Orders authorizing attendants to perform necessary travel per JFTR, pars. U5240-G5 and U7951 must cite this paragraph as authority. Other civilians must be issued ITOs and are entitled to the same travel and transportation allowances as DoD civilian employees (JFTR, par. U7554). The travel and transportation allowances authorized by this paragraph may be paid in advance.

### **C6152 ATTENDANTS FOR UNIFORMED SERVICE MEMBERS, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**

DoD civilian employees may be authorized TDY travel as attendants for Uniformed Services members who are on the TDRL and who are also required to submit to periodic physical examinations (see JFTR, par. U7251-A). DoD civilian employees traveling as attendants are entitled to round trip travel/transportation allowances. The transportation mode/travel routing are in accordance with Chapter 2. The travel-directing organization funds the DoD employees' travel. Non-DoD Government employees who are assigned as attendants under TDY orders are entitled to the allowances prescribed in regulations issued by the employee's agency/department. Other civilians travel under ITOs and are entitled to the same travel/transportation allowances as DoD civilian employees (see JFTR, par. U7251-D4).

### **C6153 ATTENDANTS FOR ACTIVE DUTY UNIFORMED SERVICE MEMBERS (PATIENTS)**

A. DoD Civilian Employees. DoD civilian employees who perform authorized travel under TDY orders as attendants for active duty Uniformed Service members (patients) who are not physically capable of traveling without attendants (see JFTR, par. U7252-A) are entitled to round trip travel and transportation allowances (see JFTR, par. U7252-B1).

B. Non-DoD Government Employees. Non-DoD Government employees assigned TDY as attendants are entitled to the allowances in the employee's agency or department regulations.

C. All Other Civilians. Other civilians travel under ITOs and are entitled to the same travel and transportation allowances as DoD civilian employees (see JFTR, par. U7252-B4).

## CHAPTER 8

### HHG TRANSPORTATION

#### PART A: GENERAL

##### C8000 ELIGIBILITY

1. An employee or appointee, who is authorized a move at Government expense under Chapter 4, is entitled to HHG transportation.
2. NTS of HHG may be authorized incident to HHG transportation.
3. HHG transportation may be authorized for a PCS before the travel order is issued, but the travel order subsequently must contain HHG transportation authority or the costs are the employee's responsibility.

##### C8005 PROCEDURAL REQUIREMENTS

The employee, with assistance as required from the activity from which the employee is departing, must make the necessary arrangements through the local transportation officer for HHG shipment.

##### C8010 HHG SHIPMENT EXPENSES

A. Government Paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:

1. packing, crating, uncrating, and transportation;
2. drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and
3. storage in transit (SIT) NTE 60/90 days, as applicable.

B. Employee Paid Expenses. The following expenses are *the employee's financial responsibility*:

1. excess weight charges,
2. transportation other than between authorized locations,
3. transportation of articles not allowed,
4. the cost of HHG insurance higher than the valuation allowance under the carrier's tariffs or warehousemen's liability, and
5. special services requested by the employee.

##### C8015 HHG SHIPMENT ORIGIN OR DESTINATION

HHG transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. the shipment originates at the employee's last PDS, actual residence or another point;
2. part of the shipment originates at the last PDS and the remainder at one or more other points;

3. the destination is the new PDS or another point; or
4. the destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

***NOTE:*** *The total amount paid by the Government shall not exceed the cost of transporting the property in one lot by the method selected under Part C, section 1 of this chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS.*

## **C8020 UNACCOMPANIED BAGGAGE**

### **A. General**

1. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.
2. Unaccompanied baggage is defined in Appendix A.
3. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

**B. Weight Allowance.** Except as in par. C8020-D, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent 12 years of age and older, and 175 pounds net weight for each child under 12 years of age (see par. C8105).

**C. Transportation.** Except as in par. C8020-D, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

### **D. Air Transportation (Expedited Mode) To, From, or Between OCONUS PDSs**

#### **1. General**

- a. The total amount of unaccompanied baggage transported by air may not exceed 1,000 pounds net weight.
- b. Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- c. Unaccompanied baggage may be transported by air from the old PDS to the appropriate port of embarkation to arrive before the departure time of the transportation used for the employee or dependent travel.

#### **\*2. Conditions.** Unaccompanied baggage may be transported by air when:

- a. shipment by the lowest overall cost mode cannot provide the required service,
- b. the employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or
- c. the authorizing/order-issuing official determines that an expedited shipment is necessary to prevent undue hardship to the employee and/or dependents.

## **C8025 HHG TRANSPORTATION AND STORAGE DOCUMENTATION**

**A. Form and Voucher Preparation.** See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>)

### **B. Documents**



## PART B: HHG WEIGHT ALLOWANCE

### C8100 GENERAL

The worldwide maximum weight of HHG that may be transported (or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

***NOTE:*** *Under no circumstances shall the Government pay any expenses associated with excess weight.*

### C8105 NET WEIGHT DETERMINATION

A. Crated Shipments. The net weight of crated shipments:

1. does not include the crating material weight,
2. is 60% of the gross weight, and
3. may be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. is the weight shown on the bill of lading or weight certificate;
2. includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. based on constructive weight if the container's gross weight cannot be determined.

D. Constructive Weight. A constructive weight based on 7 pounds per cubic foot (*See NOTE 2 below.*) of properly loaded space may be used:

1. when an adequate scale is not available at origin, en route or at destination,
2. for a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
- \*3. when the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

***NOTE 1:*** *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

***NOTE 2:*** *PBP&E weight is based on 40 pounds per cubic foot.*

**C8110 WEIGHT ALLOWANCES WHEN GOVERNMENT FURNISHINGS ARE PROVIDED**

A. Policy. When Government furnishings are provided at OCONUS locations, HHG shipment at Government expense to *or* from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight.

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. When requested by the employee, the HHG weight allowance restriction may be increased by the authorizing/order-issuing official or designee under the following conditions:
  - a. the employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
  - b. the employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
  - c. additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
  - d. undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped *into* a non-foreign OCONUS area, the weight restriction *does not apply* to shipments *from* that location as long as the new PDS is not a weight-restricted area.

***NOTE:*** *Appropriate storage, or shipment to a designated place, is authorized for the remainder of an employee's weight allowance.*

**C8115 OVERWEIGHT SHIPMENTS**

A. Policy

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following shipment completion, as determined by the Service concerned.
2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.
3. When an excess weight status is known prior to shipment, TOs must notify the employee and the authorizing/order-issuing official providing shipment funds.

B. Excess Weight Beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

**PART D: STORAGE IN TRANSIT (SIT)****\*C8600 GENERAL**

Temporary storage, also called storage in transit - SIT - may be at any combination of the origin, destination, and en route locations. *SIT is not authorized for HHG moves between local quarters when no PCS exists (par. C8430).*

**C8605 TIME LIMITATION**

A. General. SIT (in connection with an authorized HHG shipment) shall not exceed 90 days unless the employee requests (in writing) an additional period NTE 90 days that is authorized/approved by the authorizing/order-issuing official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

B. Justification. Acceptable justification for an additional SIT period includes:

1. an intervening TDY or long-term training assignment,
2. nonavailability of suitable housing,
3. completion of residence under construction,
4. serious employee illness,
5. dependent illness or death,
6. strikes,
7. acts of God,
8. other circumstances beyond the employee's control, or
9. similar reasons.

**NOTE:** *The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.*

**C8610 REIMBURSEMENT**

SIT reimbursement shall not exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for expenses of \$75 or more. Written statements, acceptable to the authorizing/order-issuing official, are allowed when receipts are not available.

## CHAPTER 12

### EVACUATION AND ADVERSE CONDITIONS TRAVEL

#### C12000 EVACUATION

##### A. Legal Basis

1. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for employee's dependents and HHG to a safe haven location when an evacuation is authorized or ordered.
2. Title 5 U.S.C. §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's PDS.
3. DoD Instruction 1400.11, dated 8 February 1980, adopted for the DoD the governing provisions of Chapter 600 "Advance Payments and Evacuation Payments" prescribed in the Standardized Regulations (Government Civilians, Foreign Areas) by the Department of State (DOS) (see Appendix I, Part A for copy of Chapter 600). The DOS regulations apply for evacuations from, or within, any area situated outside the United States.
4. Memorandum of Agreement, dated 14 July 1998, between DOS and DoD (USD for Policy) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses: (a) Policy objectives, (b) Interagency checklist and other related documents, (c) Responsibilities, (d) Authority to invoke emergency evacuation plan, (e) Responsibility for military operations, and (f) Organization for emergency planning.
5. DoD Instruction 1400.11, dated 8 February 1980, adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation (See Appendix I, Part B for DoD implementation of this regulation). These regulations apply for evacuations within the United States.

##### B. Evacuation from Foreign Area

1. Authorizing or Ordering an Evacuation. The decision to evacuate employees and/or dependents from a foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants ***NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). When U.S. citizens are endangered but timely communication with the State Department is not possible, or there is no State Department presence in the area concerned, and time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens, the commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990). (***PoC: Civilian Advisory Panel member for Army, Navy or Air Force and OSD Civilian Advisory Panel member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/> lists names and phone numbers for Civilian Advisory Panel members.***)
2. Authorized Transportation. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to their:

- a. return to the PDS from which evacuated;
- b. transfer or reassignment of the employee to another PDS; or

- c. return to actual residence.

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

\*3. Per Diem. Applicable per diem allowances are prescribed in Appendix I Part A, Section 632. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from foreign areas.***

C. Evacuation From a Location in the United States

1. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

- a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DoD components (***PoC: Civilian Advisory Panel member for Army, Navy or Air Force and OSD Civilian Advisory Panel member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/> lists names and phone numbers for Civilian Advisory Panel members***);
- b. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;
- c. The head of a DoD component (see definition in Appendix A) or designated representative;
- d. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
- e. The commander, director, head, chief or supervisor of an organization or office.

2. Authorized Transportation. Except as indicated for limited evacuations in par. C12000-C3, transportation for employees and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to their:

- a. return to the PDS from which evacuated;
- b. transfer or reassignment to another PDS; or
- c. return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Limited Evacuation. A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

- a. transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

b. reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

\*4. Per Diem. Applicable per diem allowances are prescribed in Appendix I Part B, section 550.405. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.***

D. Safe Haven. In case of evacuation from an OCONUS location, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation from a CONUS or non-foreign area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If CONUS is named in the evacuation order as the safe haven, evacuees must select the exact safe haven location within CONUS to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

E. Emergency Storage of POV Incident to Evacuation from an OCONUS PDS. See par. C11007.

F. POV Shipment. There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 11 in connection with an employee's PCS to a new PDS or upon return of the employee serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. Temporary Quarters Subsistence Expense. ***TQSE (Chapter 13) is not authorized for an evacuation.***

## **C12001 ADVERSE CONDITIONS**

A. Legal Basis. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Responsibility for Determination. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. at least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. the employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. the transportation is authorized through the Secretarial Process.

**PART B: TQSE(AE)****C13200 PURPOSE**

TQSE(AE) is a *discretionary allowance, not an entitlement*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The order-issuing/authenticating official, *not the employee*, determines if TQSE(AE) is necessary.

**C13205 TQSE(AE) OPTION**

A. TQSE(AE) is an actual expense allowance based on:

1. the Standard CONUS per diem rate (see par. C4550 or <http://www.dtic.mil/perdiem/pdrform.html>) for temporary quarters occupied in CONUS localities, or
2. the locality per diem rate (<http://www.dtic.mil/perdiem/opdrform.html>) for temporary quarters occupied in OCONUS localities.

**\*NOTE:** *AEA in JTR, Chapter 4, Part M may not be authorized/approved for TQSE(AE).*

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

1. TQSE(AE) may only be authorized before temporary quarters are occupied and *may not be approved after the fact* (41 CFR §302-5.7).
2. TQSE(AE) may be authorized only for the time period determined necessary by the order-issuing/authenticating official, *never to exceed a total of 120 days*.
3. TQSE(AE) is for a temporary place of residence.
4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
  - a. remain occupied by the present tenant,
  - b. require repairs/alternations that have not been completed, or
  - c. are under construction.
6. The order-issuing official may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:
  - a. lease duration,
  - b. HHG movement into the quarters,
  - c. quarters type,
  - d. expressions of intent,
  - e. attempts to secure a permanent dwelling, and
  - f. length of time the employee occupied the quarters.

7. Temporary quarters location must be within reasonable proximity of the old and/or new PDS.
8. TQSE(AE) in other locations may be authorized only if the order-issuing/authenticating official is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer.
9. TQSE(AE) in other locations must be authorized by the order-issuing/authenticating official to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in PCS orders and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) travel between the old and new PDS (actual travel time);
- (2) necessary official duties such as an intervening TDY assignment/military duty; or
- (3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the order-issuing official.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in par. C13205-C1a. above:

- (1) the period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and
- (3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

- (1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- (2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.
- (3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the order-issuing official determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).



converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

**NON-FOREIGN (OCONUS) AREA.** The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NONTEMPORARY STORAGE (NTS) OF HHG.** Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

**OCONUS.**

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

**OFFICIAL STATION.** See *PERMANENT DUTY STATION*.

**OPEN MESS.** A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See *AUTHORIZING/ORDER-ISSUING OFFICIAL*.

**OVERSEAS.** See *OCONUS*.

**PER DIEM ALLOWANCE.**

**NOTE 1:** *Per diem does not include transportation and other miscellaneous travel expenses.*

*The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 2 below) and service charges where applicable for:*

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 2 below).* **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*

**NOTE 2:** *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. Incidental Expenses. Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the authorizing/order-issuing official, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;
- c. ***Laundry, dry-cleaning, and/or pressing of clothing*** (except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see ***NOTE 3*** below);
- d. ***Telegrams and telephone calls necessary to reserve lodging accommodations;***
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- g. Taxes and service charges on any of the expenses in items 2 through 3f.

***NOTE 3: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.***

**PER DIEM, REDUCED.** See ***REDUCED PER DIEM***.

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of an employee to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

**\*PERMANENT DUTY STATION (PDS).** Also called ***OFFICIAL STATION***. The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For employees:

1. the corporate limits of the city or town in which stationed, or ;
2. if not in an incorporated city or town the reservation, station, or established area (including established large reservation subdivisions) having definite boundaries in which the employee is stationed.

B. For invitational travelers:

1. the corporate limits of the city or town in which the home or principal business place exists, or

2. if not in an incorporated city or town, the reservation, station, or other established area (including established large reservation subdivisions) having definite boundaries in which the home or principal business place is located.

***NOTE:*** *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

**PERMANENT DUTY TRAVEL.** First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 4, Part A.)

**PLACE OF PUBLIC ACCOMMODATION.** See *ACCOMMODATIONS, PUBLIC*.

**PLACE OF STORAGE.** Residence or authorized storage location.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION.**

- A. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
- B. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION.**

- A. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
- B. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See *“TERRITORIES AND POSSESSIONS OF THE UNITED STATES”*.

**POST OF DUTY.** (*Also see PDS.*) An OCONUS PDS.

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC).** (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE:*** *A common carrier, or a conveyance owned by the Government, is not a POC.*

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).** Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

- A. is self-propelled;
- B. is licensed to travel on the public highways;
- C. is designed to carry passengers or HHG; and
- D. has four or more wheels (*see NOTE 3 below*).

***NOTE 1:*** *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

***NOTE 2:*** *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

***NOTE 3:***

***CONUS:*** *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.*

***OCONUS:*** *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same orders.*

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E).** (*Also called PRO or PRO-Gear.*) Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
4. communication equipment used by employees in association with the MARS (see DoDD 4650.2);
5. individually owned or specially issued field clothing and equipment;
6. an official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
7. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE:*** *Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

**PROPORTIONAL MEAL RATE:** The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RENEWAL AGREEMENT TRAVEL.** *See PERMANENT DUTY TRAVEL.* Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty*. See Chapter 4, Part D, for eligibility and limitations.

**RESERVE COMPONENT.**

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
  - 1. Office of the Secretary of Defense,
  - 2. Washington Headquarters Services,
  - 3. Organization of the Joint Chiefs of Staff,
  - 4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or
- D. Designated representative for any of the above.

**SECRETARY CONCERNED.**

- A. the Secretary of the Army, with respect to matters concerning the Army;
- B. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;

- C. the Secretary of the Air Force, with respect to matters concerning the Air Force;
- D. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
- E. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

**SEPARATE DEPARTMENT.** *See DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.*

**SEPARATION TRAVEL.** *See PERMANENT DUTY TRAVEL.*

**SERVICES.** *See UNIFORMED SERVICES.*

**\*SHORT DISTANCE MOVE.** A PCS between PDSs within the same city or area provided that the PCS:

1. is in the Government's interest,
2. is to a new PDS which is at least 30 miles from the old PDS,
3. is not primarily for the employee's convenience, benefit or request,
4. residence relocation is incident to the PCS, and
5. the travel-approving/directing official authorizes/approves a residence relocation.

See par. C4108.

**SPARE PARTS FOR A POV.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** (*Also see EMPLOYEE, DISABLED.*) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

**STANDARD CONUS PER DIEM RATE.**

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE.** The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

**SUBSISTENCE EXPENSES.** *See PER DIEM ALLOWANCE.*

**TEACHER.** A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 U.S.C. §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**TEMPORARY DUTY (TDY).** Duty at one or more locations, away from the PDS, under orders providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

**TEMPORARY DUTY (TDY) LOCATION.** See **TEMPORARY DUTY STATION**.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS

**TEMPORARY LODGING FACILITIES.** Specifically identified interim housing facilities operated by the Services to provide short-term housing accommodations for which a charge is levied without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to an installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

#### **TEMPORARY STORAGE**

Now referred to as "*storage in transit*" (SIT). See Chapter 8, Part D.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

**TERRITORY OF THE UNITED STATES.** (Also see **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States.

**NOTE:** "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation. (See Chapter 4, Part O.)

**TRANSPORTATION, HHG.** The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

**NOTE 1:** The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 U.S.C. §5564 and is in accordance with Service regulations.

**NOTE 2:** Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.

**TRANSPORTATION REQUEST.** A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.



**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

**TRAVEL ADVANCE.** Prepayment of estimated travel expenses.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

**TRAVEL AUTHORIZATION.** *See TRAVEL ORDERS.*

**TRAVEL CLAIM (VOUCHER).** A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY.** Travel that results from:

- A. the traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. the death or serious illness of a member of the traveler’s family; or
- C. a catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler’s home.

**TRAVEL, INVITATIONAL.** Authorized travel of individuals either not employed by the Government, or employed (under 5 U.S.C. §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. *See Appendix E.*

**TRAVEL MANAGEMENT SYSTEM (TMS).** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel solely in connection with business of the DoD or the Government.

***NOTE 1:*** *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2:*** *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

**TRAVEL ORDERS.** A written instrument issued or approved by person(s) to whom authority has been delegated directing an employee or group of employees to travel. There are four basic types of orders:

1. ***Unlimited Open.*** An authorization allowing an employee to travel on official business without further authorization for a specified period of time. ***NOTE:*** *Unlimited Open travel orders are not used in DTS.*
2. ***Limited Open.*** An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE:*** *Limited Open travel orders are not used in DTS.*
3. ***Repeat.*** An authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE:*** *Repeat travel orders are not used in DTS.*

4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

**TRAVEL REQUEST.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**\*TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel requesting officials for their own travel orders. However when travelers are permitted to be travel requesting officials for their own orders, under no circumstances may the travel requesting official also be the travel-approving/directing and/or authorizing/order-issuing official for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

**TRAVEL STATUS.** The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED.**

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES.** The 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the territories and possessions of the United States, and the areas and installations in the Republic of Panama that are made available to the United States pursuant to the Panama Canal Treaty of 1977 related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

**U.S. FLAG AIR CARRIER.** A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**U.S. INSTALLATION.** A base, post, yard, camp or station:

- A. under the local command of a uniformed service,
- B. with permanent or semi-permanent-type troop shelters and a Government mess, and
- C. where there are U.S. Government operations.

***NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.***

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

## APPENDIX F

## CONSUMABLE GOODS ALLOWANCES

## PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.\*

An *employee*, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. \* This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8110. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

| LOCATIONS                        |                                 |                                   |
|----------------------------------|---------------------------------|-----------------------------------|
| Afghanistan, Kabul               | Ethiopia, Addis Ababa           | Norway, Bodo                      |
| Albania, Tirana                  | Gabon, Libreville               | Oman, Muscat                      |
| Algeria, Algiers                 | Georgia, Tbilisi                | Pakistan, Islamabad               |
| Angola, Luanda                   | Ghana, Accra                    | Pakistan, Quetta                  |
| Armenia, Yerevan                 | Guinea, Conakry                 | Philippines, Manila               |
| Azerbaijan, Baku                 | Guyana, Georgetown              | Poland, Warsaw                    |
| Bangladesh, Dhaka                | *Haiti (effective 20 June 2001) | Romania, Bucharest                |
| Belarus, Minsk                   | India, Calcutta                 | Russia, Moscow                    |
| Bolivia, La Paz                  | New Delhi                       | Russia, St. Petersburg            |
| Bosnia-Herzegovina               | Indonesia                       | Rwanda, Kigali                    |
| Botswana                         | Kazakhstan, Alma-Ata            | Serbia-Montenegro, Belgrade       |
| Bulgaria, Sofia                  | Kenya                           | Sierra Leone, Freetown            |
| Burkina, Ouagadougou             | Kyrgyzstan, Bishkek             | Somalia, Mogadishu                |
| Burma, Rangoon                   | Laos                            | Sri Lanka, Colombo                |
| Burundi, Bujumbura               | Latvia, Riga                    | Sudan, Khartoum                   |
| Cambodia, Phnom Penh             | Liberia, Monrovia               | Suriname, Paramaribo              |
| Cameroon, Yaounde                | Lithuania, Vilnius              | Syria, Damascus                   |
| Central African Republic, Bangui | Macedonia, Skopje               | Togo, Lome                        |
| Chad, N'Djamena                  | Madagascar, Antananarivo        | Turkmenistan, Ashkhabad           |
| China, Beijing                   | Malawi, Lilongwe                | Uganda, Kampala                   |
| China, Shanghai                  | Mali, Bamako                    | Ukraine, Kiev                     |
| Congo, Brazzaville               | Mauritania, Nouakchott          | Uzbekistan, Tashkent              |
| Cote d'Ivoire, Abidjan           | Moldova )                       | Vietnam                           |
| Cuba, Havana                     | Mongolia, Ulaanbaatar)          | Yemen, Sanaa                      |
| Cyprus, Nicosia                  | Mozambique, Maputo              | Yugoslavia(See Serbia-Montenegro) |
| Djibouti                         | Nepal, Katmandu                 | Zaire, Kinshasa                   |
| Ecuador, Quito                   | Nicaragua, Managua              | Zambia, Lusaka                    |
| Eritrea, Asmara                  | Niger, Niamey                   | Zimbabwe                          |
| Estonia (Eff: 24 May 2001)       | Nigeria, Lagos                  |                                   |

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

\*I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

**T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)**

The “Lodging Plus” method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

**A. Lodging Overnight Required - Business Travel Standards****1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on an installation only if the uniformed member is TDY to that installation. The member cannot be directed to use Government quarters during any fiscal year the member is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees - Employees are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a US Installation. Availability/nonavailability documentation must be obtained per JTR, par. C1055-C. Employees may not be ordered/required to use the Government quarters, nor may the lodging reimbursement be limited to the Government quarters cost. ***A reduced per diem rate under JTR, par. C4550-C may be prescribed based on the Government quarters cost but must be authorized before the travel begins.***

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ( $300\% \times \$110 = \$330 - \$34 = \$296$ ). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

**NOTE:**

***a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid to a uniformed member.***

***b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.***

***e. Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable

**SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL****ACTIVE DUTY WITH PAY 1/**

| <b>SITUATION 2/</b>  | <b>TRANSPORTATION 3/4/</b>  | <b>PER DIEM</b>  |
|--|---|--|
| Annual training duty 5/  | par. T4030 applies  | not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies   |
| PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)                                    | par. T4030 applies  | not authorized   |
| Pipeline Student--newly enlisted member undergoing training  | Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030 | not authorized if Gov't qtrs & mess available  |
| Member commutes or AO determines member can commute  | par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits   | not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits |
| Active duty for less than 20 weeks at one location   | par. T4030 applies  | par. T4040 applies   |
| Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks | par. T4030 applies  | par. T4040 applies   |

**\*ACTIVE DUTY WITHOUT PAY**

|                                    | <b>TRANSPORTATION</b>  | <b>PER DIEM</b>   |
|------------------------------------|--|---|
| Others performing duty without pay | Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve | not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/ |

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

(3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

## 2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

\*4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1 for more on reduced per diem.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes